

CASS COUNTY JOB DESCRIPTION

ASSISTANT PROSECUTOR I

Supervised by: Prosecuting Attorney
Supervises: May have periodic supervisory responsibilities

Position Summary:

Works under the authority, guidelines and supervision of the Prosecuting Attorney. The Assistant Prosecutor I is delegated authority and responsibility by the Prosecuting Attorney to assist the Prosecutor to fulfill her/his statutory duties, pursuant to MCL 49.153 and MSA 5.751. Performs a wide assortment of prosecutorial duties under the direction of the Prosecuting Attorney or Assistant Prosecuting Attorney

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Performs all tasks of the Prosecuting Attorney in District, Family, Probate, Juvenile, Circuit and Appellate Courts.
2. Reviews, authorizes, prepares and prosecutes assigned matters in Family, Probate, Juvenile, Circuit and Appellate Courts.
3. Handles assigned pretrial and post-trial meetings, conferences, communications, research, motions, search warrants and witness interviews.
4. Assists law enforcement and other appropriate agencies on legal issues.
5. Represents the Prosecuting Attorney at public education events, law enforcement training, cross-professional training councils, task forces and various other meetings as assigned by the Prosecuting Attorney.
6. Provides assistance at crime scenes as needed.
7. Keeps Prosecuting Attorney and Chief Assistant Prosecutor apprised of case status and high profile cases.
8. Attends legal conferences and seminars to stay current on legal issues, updates and learns strategies and information regarding criminal and other matters.
9. Acts as a special prosecutor in other counties within the State of Michigan, when so designated by the Prosecuting Attorney.

10. Performs other duties and responsibilities as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Juris Doctorate from an accredited law school.
- Passing the MPRE and licensed to practice law in the State of Michigan and a member, in good standing, of the State Bar of Michigan.
- Absolute loyalty to the elected Prosecutor is required.
- Ability to carry out work-related philosophies, best interests and policies of the elected Prosecutor.
- Previous service as an intern in a prosecutor's office, judicial clerkship, public defender, legal aid or other comparable criminal justice experience is preferred.
- Minimum of one year of previous experience as an Assistant Prosecutor, Public Defender or private attorney preferred.
- Ability to communicate effectively verbally and in writing.
- Ability to maintain office confidentiality and handle stressful situations.
- Ability to carry out work-related philosophies, best interests and policies of the elected Prosecutor.
- Competence as a trial attorney.
- Knowledge of legal research, document production and courtroom presentation.
- Ability to maintain professional integrity and respect for colleagues, co-workers, victims, witnesses, survivor families and the public.
- Ability to use office equipment such as telephone, fax machine, calculator, Dictaphone and computer software, including word processing, database and electronic mail/Internet/world wide web.
- Ability to use photographic, audio and video equipment.
- Ability to conduct research and utilize specialized software packages such as Law Desk, West Law, Lexus or comparable research resources.

- County employees are expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the County.
- County employees must be physically and mentally able to perform the essential duties of their position without excessive absences.
- In addition to the above requirements, all County positions require the ability to read, write, speak and understand the English language as necessary for the position, including the ability to follow written and oral instructions.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and to use hands to finger, handle, or feel objects, tools or controls. The employee is often required to talk or hear and view written documents. The employee is occasionally required to walk or stand and reach with hands and arms. The employee is required to manage stress, be it from dealing with people under duress, from the confrontation and negotiation components of the adversarial process or from the demands of the courtroom setting. The employee must occasionally lift and/or move objects of light weight. The noise level in the work environment is typical of a courtroom, ranging from quiet to moderate.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: _____

Revision History: _____